

**SUBPOENA****UNITED STATES OF AMERICA  
NATIONAL LABOR RELATIONS BOARD**

To \_\_\_\_\_

As requested by [AGENT'S NAME], Counsel for General Counselwhose address is [AGENT'S ADDRESS]  
(Street) (City) (State) (ZIP)an Administrative Law Judge or  
a Hearing Officer orYOU ARE HEREBY REQUIRED AND DIRECTED TO APPEAR BEFORE the Regional Director or his/her designee

\_\_\_\_\_ of the National Labor Relations Board

at [HEARING LOCATION]in the City of [HEARING CITY AND STATE]on [DAY OF WEEK, DATE] at [TIME] or any adjournedor rescheduled date to testify in CASE NAME  
CASE NUMBER  
(Case Name and Number)

If you do not intend to comply with the subpoena, within 5 days (excluding intermediate Saturdays, Sundays, and holidays) after the date the subpoena is received, you must petition in writing to revoke the subpoena. Unless filed through the Board's E-Filing system, the petition to revoke must be received on or before the official closing time of the receiving office on the last day for filing. If filed through the Board's E-Filing system, it may be filed up to 11:59 pm in the local time zone of the receiving office on the last day for filing. Prior to a hearing, the petition to revoke should be filed with the Regional Director; during a hearing, it should be filed with the Hearing Officer or Administrative Law Judge conducting the hearing. See Board's Rules and Regulations, 29 C.F.R. Section 102.31(b) (unfair labor practice proceedings) and/or 29 C.F.R. Section 102.66(c) (representation proceedings) and 29 C.F.R. Section 102.111(a)(1) and 102.111(b)(3) (time computation). Failure to follow these rules may result in the loss of any ability to raise objections to the subpoena in court.

**A-[Unique Number]**

Under the seal of the National Labor Relations Board, and by direction of the Board, this Subpoena is

Issued at [CITY AND STATE OF AGENT]Dated: [type issuance date here as Month Day, Year]

 A handwritten signature in black ink, appearing to read "Paul H. Rouse", written over the printed name "Chairman, National Labor Relations Board".
   
Chairman, National Labor Relations Board

**NOTICE TO WITNESS.** Witness fees for attendance, subsistence, and mileage under this subpoena are payable by the party at whose request the witness is subpoenaed. A witness appearing at the request of the General Counsel of the National Labor Relations Board shall submit this subpoena with the voucher when claiming reimbursement.

**PRIVACY ACT STATEMENT**

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 *et seq.* The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing representation and/or unfair labor practice proceedings and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is mandatory in that failure to supply the information may cause the NLRB to seek enforcement of the subpoena in federal court.

Case [CASE NUMBER]

A-[UNIQUE NUMBER]

#### RETURN OF SERVICE

I certify that, being a person over 18 years of age, I duly served a copy of this subpoena

(Check  
method  
used.)

- ☐ by person
- ☐ by certified mail
- ☐ by registered mail
- ☐ by telegraph
- ☐ by leaving copy at principal  
office or place of business  
at

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the named person on

\_\_\_\_\_  
(Month, day, and year)

\_\_\_\_\_  
(Name of person making service)

\_\_\_\_\_  
(Official title, if any)

#### CERTIFICATION OF SERVICE

I certify that named person was in  
attendance as a witness at

\_\_\_\_\_  
on

(Month, day or days, and year)

\_\_\_\_\_  
(Name of person certifying)

\_\_\_\_\_  
(Official title)